

## Error Reporting: (Timekeeping)

When reporting an error that involves “Dollars”: i.e. Overpayment or Underpayment the following items need to be sent to our office to be reviewed and sent to Central Payroll.

1. Error Notice, HHS 411A (Rev. 3/00)
  - *Date Submitted*
  - *Name of Employee*
  - *SSN*
  - *TK Number*
  - *Date Error Occurred in Pay Period Ending*
  - *Describe the nature of the error*
2. Copy of OS-340
3. Copy of ITAS Timecard (\*Screen Print)

When reporting an error that involves “Hours”: i.e. AL, SL, Comp time, LWOP the following items need to be sent to the Liaison.

1. Error Notice, HHS 411B (Rev. 3/00)
  - *Date Submitted*
  - *Name of Employee*
  - *SSN*
  - *TK Number*
  - *Date Error Occurred in Pay Period Ending*
  - *SPO#*
2. Copy of OS-340
3. Copy of Timecard (\*Screen Print)
4. Copy of HHS-564

Provide the above forms and copy to Ms. Mary Yepa, DHR Payroll Liaison for review and processing locally or through Department Personnel and Pay System Division.

\* Screen Print Instruction steps: When viewing the timecard, press the PRINT SCREEN button on your keyboard, open WORD and select the PASTE feature and print IMAGE